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IA 7 – Hazardous Materials (Accidental Release)

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Hazardous Materials Incident Checklist	
Action Items	Supplemental Information
PRE-INCIDENT PHASE	
<input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by County Emergency Management, the Fire Department, and the Shasta Cascade Hazardous Materials Response Team (Type 2).	
<input type="checkbox"/> Participate in local city and County preparedness activities, seeking understanding of interactions with participating agencies in hazardous materials scenarios.	
<input type="checkbox"/> Ensure that emergency contacts lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the Shasta County Operational Area Emergency Operations Center.	
<input type="checkbox"/> Inform County Emergency Management of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.).	
RESPONSE PHASE	
<input type="checkbox"/> In most incidents, the local fire district will initially respond, assume initial Incident Commander responsibilities, and request activation/deployment of the Shasta County Hazardous Materials Response Team.	<i>Emergency Function 10 Hazardous Materials Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Determine the type, scope, and extent of the hazardous materials incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected.	<i>ICS Form 209 – Incident Status Summary</i>
<ul style="list-style-type: none"> ▪ Notify 9-1-1 dispatch, support agencies, adjacent jurisdictions, EF coordinators, and liaisons of the situation. 	
<ul style="list-style-type: none"> ▪ Assess the type, severity, and size of the incident. If possible, characterize the hazardous material(s) of concern and determine appropriate personal protection equipment requirements. 	
<ul style="list-style-type: none"> ▪ Ensure that a health and safety plan is developed by the designated Safety Officer, including monitoring first responders in accordance with all applicable guidance. 	
<input type="checkbox"/> Provide support for implementation of applicable Geographic Response Plans established by the California Department of Fish and Wildlife, Office of Oil Spill Prevention and Response to guide activities throughout the duration of the incident.	<i>Federal Region 9, Regional Contingency Plan</i>
<input type="checkbox"/> Ensure that proper containment methods have been implemented by the first responders until hazardous materials response teams arrive.	
<input type="checkbox"/> Establish access control to the incident site through local law enforcement agencies.	
<input type="checkbox"/> If the situation warrants, request activation of the Emergency Operations Centers via the Incident Commander through the County Manager.	

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<input type="checkbox"/> Activate the Emergency Operations Center, coordinate response activities among Agency Operations Centers and Incident Command Posts, and establish Incident or Unified Command as appropriate. Staffing levels vary with the complexity and needs of the response.	
<input type="checkbox"/> If applicable, establish immediate gross decontamination capability for victims.	
<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
<input type="checkbox"/> Develop work assignments for Incident Command System positions (<i>recurring</i>).	<i>ICS Form 203 – Organization Assignment List</i>
<input type="checkbox"/> Notify hazardous materials supporting agencies.	<i>Emergency Function 10 Hazardous Materials Annex of the County Emergency Operations Plan</i>
<ul style="list-style-type: none"> ▪ Identify local, regional, and/or State agencies that may be able to mobilize resources to the Emergency Operations Center for support. 	
<input type="checkbox"/> Contact the California Emergency Management Agency, California State Warning Center at 1-800-852-7550/(916) 845-8911 for technical assistance and support in requesting the regional Hazardous Materials Team.	
<input type="checkbox"/> Assign liaisons to the Emergency Operations Center representing government agencies, private entities (e.g., railroad companies, chemical manufacturers, etc.), and other stakeholders.	
<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
<ul style="list-style-type: none"> ▪ Dedicate time during each shift to prepare for shift change briefings. 	<i>Incident Action Plan</i>
<input type="checkbox"/> Confirm or establish communications links among primary and support agencies, the local city Emergency Operations Centers, Operational Area Emergency Operations Center, and the State Operations Center, as applicable. Confirm operable phone numbers and backup communication links.	<i>Emergency Function 2 Communications Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, State, and federal agencies that may be affected by the incident. Notify them of the status.	
<ul style="list-style-type: none"> ▪ For incidents occurring on State highways, ensure that the California Department of Transportation has been notified. 	
<ul style="list-style-type: none"> ▪ Contact appropriate key stakeholders and partners if the incident poses an actual or potential threat to State parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas. 	
<ul style="list-style-type: none"> ▪ If agricultural areas and livestock are potentially exposed or impacted, notify local extension services (University of California and the Shasta County Agricultural Commissioner), California Department of Food and Agriculture, and the State Veterinarian. 	<i>Emergency Function 11 – Food and Agriculture Functional Annex of the County Emergency Operations Plan</i>

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<input type="checkbox"/> A lead Public Information Officer will be designated by the County Manager. The Public Information Officer will issue information individually or through the Joint Information Center, if established, in coordination with appropriate local, regional, and State agencies.	<i>Emergency Function 15 Public Information Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure as dictated by incident.	
<input type="checkbox"/> Implement local plans and procedures for hazardous materials operations. Implement agency-specific protocols and Standard Operating Procedures. Ensure that copies of all documents are available to response personnel.	<i>Emergency Function 10 Hazardous Materials Annex of the County Emergency Operations Plan</i>
<ul style="list-style-type: none"> ■ For responses requiring assistance from the California Department of Fish and Wildlife, Office of Oil Spill Prevention and Response Team, refer to the Geographic Response Plan applicable to the incident site and support procedures according to the Federal Region 9 Regional Contingency Plan. 	
<input type="checkbox"/> Obtain current and forecasted weather to project potential spread of the plume (<i>recurring</i>).	<i>Emergency Function 10 Hazardous Materials Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Based upon the incident’s size, type of chemical/substance, and weather projections, establish a safe zone and determine a location for an on-site staging and decontamination. Re-evaluate as the situation changes.	
<input type="checkbox"/> Determine the need for implementing evacuation and sheltering activities (<i>recurring</i>).	<i>Emergency Function 6 Care and Shelter Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Establish a victim decontamination and treatment area(s).	
<input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>).	<i>Emergency Function 7 Resources Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable.	<i>Basic Plan of the County Emergency Operations Plan</i>
<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	
<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms Emergency Function 7 Resources Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Develop plans and procedures for registering regional Hazardous Materials teams as they arrive on the scene and receive deployment orders.	
<input type="checkbox"/> Establish the Joint Information Center, as needed.	<i>Emergency Function 15 Public Information Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Formulate emergency public information messages and media responses using “one message, many voices” concepts (<i>recurring</i>).	

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<ul style="list-style-type: none"> ▪ Public information will be reviewed and approved for release by the Incident Commander and the lead Public Information Officer before dissemination to the public and/or media partners. 	
<ul style="list-style-type: none"> ❑ Record all Emergency Operations Center and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks. 	<i>Emergency Operations Center Planning Section Position Checklist, ICS Form 214 – Unit Log</i>
<ul style="list-style-type: none"> ❑ Record all incoming and outgoing messages (<i>recurring</i>). All messages and names of those sending and receiving them should be documented as part of the Emergency Operations Center log. 	
<ul style="list-style-type: none"> ❑ Develop and deliver situation reports (<i>recurring</i>). At regular intervals the Incident Commander/Emergency Operations Center Director and staff will assemble a Situation Report. 	
<ul style="list-style-type: none"> ❑ Develop an Incident Action Plan (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The Incident Action Plan should be discussed at regular intervals and modified as the situation changes. 	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
<ul style="list-style-type: none"> ❑ Implement objectives and tasks outlined in the Incident Action Plan (<i>recurring</i>). 	
<ul style="list-style-type: none"> ❑ Coordinate with private sector partners, as needed. 	
<ul style="list-style-type: none"> ❑ Ensure that all reports of injuries, deaths, and major equipment damage due to hazardous materials incidents are communicated to the Incident Commander and/or Safety Officer. 	
<ul style="list-style-type: none"> ❑ As applicable, clean-up activities will most likely be conducted by private contractors and coordinated among the Emergency Operations Center, the responsible party (if known), and the California Department of Fish and Wildlife/Office of Oil Spill Prevention and Response. 	
RECOVERY/DEMOBILIZATION PHASE	
<ul style="list-style-type: none"> ❑ Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans. 	
<ul style="list-style-type: none"> ❑ Consider long-term environmental decontamination and remediation needs and coordinate tasks with the appropriate State agencies and/or private sector partners. 	
<ul style="list-style-type: none"> ❑ Release mutual aid resources as soon as possible. 	
<ul style="list-style-type: none"> ❑ Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan. 	
<ul style="list-style-type: none"> ❑ Deactivate/demobilize the Emergency Operations Center. 	
<ul style="list-style-type: none"> ❑ Correct any response deficiencies reflected in the Improvement Plan. 	

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<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

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